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GENERAL ANNOUNCEMENT

OF

SUMMER COURSES

FOR

TEACHERS

1920

PRINTED BY ORDER OF
THE LEGISLATIVE ASSEMBLY OF ONTARIO

TORONTO:
Printed by A. T. WILGRESS, Printer to the King's Most Excellent Majesty
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NOTICE

The Syllabuses containing details of the courses and examinations are printed in separate Circulars. Copies will be supplied to teachers at the time of registration. Where they are required before the commencement of the Summer Courses they will be sent on application.

WITHDRAWN

PREFATORY NOTE FROM THE MINISTER

To the Teachers:

The Department of Education for a number of years has been providing Summer Courses to meet the needs of both schools and teachers. In 1919, I find that over 1,200 teachers attended courses conducted by this Department in co-operation with the Department of Agriculture, the Ontario College of Art, the Department of Militia and Defence, Ottawa, and the University of Toronto. Practically all of last year's courses will be offered this year. The increasing demand for teachers with higher qualifications and the improvement in the recognition by the public of the status of the teachers are most hopeful signs. Teachers have reason to feel that the better their qualifications, the greater will be their opportunities. I am sure that they will regard it as a personal duty to avail themselves of the advantages to be gained by improving their academic and professional standing through the medium of Summer Courses.

Middle and Upper School Courses

The demand for teachers with First and Second Class certificates is such that every teacher with a lower grade of certificate should commence his preparations for advancement. Inquiries from teachers encourage the hope that this year there will be a considerable increase in the number of those holding Second and Third Class Certificates who will enter upon courses leading to the next higher grade of qualification.

Agriculture

Last year the large number of applicants for the courses in Agriculture necessitated the establishment of a course at Whitby in addition to that conducted at Guelph. This year it is proposed to establish a course at Monteith. I look to the teachers of the schools to the north to increase the interest in everything that pertains to the growth of our greatest industry.

Art

The reports of the Inspectors on the different schools emphasize the improvement in the character of the work of teachers of Art who have taken Summer Courses of instruction and who, in a number of cases, have even continued the study of the subject. The number of teachers without certificates in Art and the number of advertisements appearing in the press for teachers competent to teach the subject should not be without their effect upon those who are anxious to improve their positions.

Household Science

The Summer Course in Household Science is provided for teachers of Rural and Village Schools. The growth of women's institutes and the great work done in rural districts by women during the War are finding expression in many ways at this time. One of these is in the demand for teachers who will instruct the pupils in Household Science.

Vocal Music

The number of teachers who hold certificates in Vocal Music is increasing. In the centres in which such teachers are introducing the subject of Vocal Music it is needless to say that parents as well as children find an additional interest in "school days."

Kindergarten-Primary

The Kindergarten, to a greater degree than any other grade, possesses possibilities so vital in their character as to call for specially qualified teachers. Two consecutive Summer Sessions spent by a Normal School graduate in the study of Kindergarten principles and methods will materially add to her competency.

Physical Culture

The advances made in our educational system in recent years include Medical and Dental Inspection. The place of Physical Culture in the curriculum is an important one, and there does not appear to me to be any reason why every Elementary and Secondary School should not have at least one teacher competent to direct the physical training of the pupils. The presence of such teacher is as much appreciated in the playground as in the class room. There are many cases in which the teacher's success in the latter is due to his success in the former.

Courses in Commercial Subjects

The available supply of Commercial Specialists is not sufficient to meet the demand, even of the day classes. The increase in the number of Technical and Industrial classes is providing good positions for competent teachers. For the current school year, the average salary paid to Commercial Specialists in the High Schools and Collegiate Institutes is over $1,900. At the Summer Courses for 1920, it is proposed to increase the staff of instructors, particularly in one or more of the subjects in which teachers feel the need of greater individual help. With a view to reducing the amount of work that must be covered for one examination, the courses have been divided into four groups or parts. Candidates may take one or more parts at a time.

Manual Training

At the Summer Session of 1920 instruction will be given only in the work prescribed for Part II of the course leading to the Elementary certificate. In view of the probability of the supply of Manual Training teachers proving sufficient for the immediate needs of the schools, no assurance can be given that a Summer Course in Manual Training will be offered in 1921. Accordingly, teachers who have completed Part I should endeavour to take Part II this year.

Instructors

Efforts are being made to ensure improved organization in the work of the Summer Courses. Experienced and successful teachers will constitute the staffs. They will be found ready to give to each teacher in attendance such assistance and guidance in his work as he may require.

R. H. GRANT,
Minister of Education.

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GENERAL ANNOUNCEMENT

OF SUMMER COURSES FOR TEACHERS

Courses

1. If a sufficient number of duly qualified teachers apply for admission, the following Courses will be provided:

A. By the Department of Education in co-operation with—

(1) The Ontario Agricultural College, Guelph, leading to certificates as follows:

(*a*) In Elementary Agriculture and Horticulture.
(*b*) Intermediate in Agriculture.
(*c*) In Farm Mechanics.
(*d*) Specialists in Agriculture.

(2) The Ontario College of Art, Toronto, leading to certificates as follows:

(*a*) In Elementary Art.
(*b*) As Art Supervisor.
(*c*) As Art Specialist.

(3) The Department of Militia and Defence, Ottawa, leading to certificates as follows:

(*a*) Granted by the Department of Education:
(i) In Elementary Physical Culture.
(ii) As Supervisor of Physical Culture.
(iii) As Specialist in Physical Culture.

(*b*) Granted by the Department of Militia and Defence:
(i) The Strathcona Grade B certificate.
(ii) The Cadet Instructors' certificate (Grade A).

B. By the Department of Education itself, leading to certificates as follows:

(*a*) In Elementary Household Science.
(*b*) In Elementary Manual Training (Part II only).
(*c*) In Elementary Vocal Music.
(*d*) As Supervisor of Vocal Music.
(*e*) Ordinary in Vocal Music.
(*f*) In the Elementary Commercial subjects.
(*g*) As Commercial Specialist.
(*h*) For the Kindergarten-Primary certificate.
(*i*) For admission to the Normal Schools.
(*j*) For admission to the Faculties of Education.
(*k*) As teacher of Spanish.
(*l*) As teacher of Auxiliary Classes.

Course for Teachers of French

C. The Department will also provide classes for the improvement of teachers of French in the pronunciation of that language and in French conversation, composition and methods.

QUALIFICATIONS FOR ADMISSION

NOTE TO TEACHERS-IN-TRAINING.—*Teachers-in-training at the Provincial Normal Schools and Faculties of Education will be admitted to the courses, their certificates on such courses being contingent on their success at the final examinations at the Normal Schools or the Faculties of Education.*

2. The following are the qualifications for admission to the different courses:

For the Specialist's Certificate in Agriculture

(1) (*a*) To the course for the Specialist's certificate in Agriculture may be admitted teachers who hold Specialists' certificates in Science.

For the Intermediate Certificate in Agriculture

(*b*) To the course for the Intermediate certificate in Agriculture may be admitted Public and Separate School Inspectors, Normal School Masters, and other applicants who hold professional certificates qualifying them to teach in High or Continuation Schools and whose academic preparation has included a competent knowledge of Science.

For the Certificate in Farm Mechanics

(*c*) To the course in Farm Mechanics may be admitted applicants who hold or are in course of preparation for an Intermediate certificate in Agriculture.

For the Kindergarten-Primary Certificate

(*d*) (i) To Course A for Kindergarten-Primary certificates may be admitted applicants who hold Kindergarten Directors' certificates; and

(ii) To Course B for Kindergarten-Primary certificates may be admitted applicants who hold at least Second Class certificates and who give proof that they are able to sing and play simple airs at sight on the piano or organ.

For the Certificates of Admission to the Normal Schools and Faculties of Education

(*e*) To the courses for entrance into the Normal Schools and Faculties of Education may be admitted applicants who hold professional certificates, and who are actually and regularly engaged in teaching in a school in Ontario.

For Other Certificates

(*f*) To the courses for the following certificates may be admitted applicants who now hold certificates qualifying them to teach in the High Schools:

Specialist in Art, Specialist in Commercial subjects, Specialist in Physical Culture, Ordinary certificates in Vocal Music.

(*g*) To the courses for the following certificates may be admitted teachers who hold First or Second Class certificates:

Elementary Manual Training, Elementary Commercial subjects, Supervisor of Art, Supervisor of Vocal Music, Supervisor of Physical Culture.

(*h*) To the courses for the following certificates may be admitted applicants who hold professional certificates qualifying them to teach in the schools of the Ontario Provincial system:

Elementary Agriculture and Horticulture, Elementary Art, Elementary Household Science, Elementary Vocal Music, Elementary Physical Culture, Auxiliary Classes.

NOTE.—The Summer Course in Household Science is provided only for Public and Separate School teachers of rural and village schools.

To the Courses in French

(*i*) To the courses in French may be admitted as follows, the holders of professional certificates qualifying them to teach in High or Continuation Schools:

(i) To Course A, Honour University Graduates in Modern Languages; and

(ii) To Course B, other applicants whose academic preparation has fitted them to teach French.

To the Courses in Spanish

(*j*) To the courses in Spanish may be admitted as follows, the holders of professional certificates qualifying them to teach in High or Continuation Schools:

(i) To Course A, those who have made reasonable progress in the preparatory course outlined in Circular 36 which was issued in October, 1918.

(ii) To Course B, those who submit satisfactory evidence of having successfully completed at least one year's study of the subject at a University or the equivalent thereof.

Other Admissions

(2) (*a*) Applicants who do not hold the qualifications prescribed above, but whose academic and professional qualifications are satisfactory to the Minister, may be admitted to the courses in Manual Training, Art, Physical Culture, and Vocal Music, and, on passing the prescribed examinations, may be granted Elementary, Supervisors', or Specialists' certificates qualifying them to teach these subjects alone in the schools for which they are so qualified.

(*b*) To each course, other applicants may be admitted, subject to the approval of the Minister of Education.

CENTRES

3. The Summer Courses will be given as follows:

(1) In Agriculture and Horticulture.

(*a*) At the Ontario Ladies' College, Whitby, the courses for the Elementary Certificate, Part I and Part II, for teachers whose places of residence are east of Toronto.

(*b*) At Monteith, the course for Part I of the Elementary Certificate, for teachers whose places of residence are in Northern Ontario.

(*c*) At the Ontario Agricultural College, Guelph, all the courses, for teachers not included above.

(2) In Art, at the College of Art, in the Normal School Building, Toronto.

(3) In the Kindergarten-Primary Subjects, in the Normal School, Hamilton; the Tecumseh Public School, London; the Glashan Public School, Ottawa; and the Normal School, Toronto.

(4) In Household Science, in the building of the Household Science Department of the University of Toronto, corner of Bloor Street and Queen's Park.

(5) (*a*) In Physical Culture for women, in the building of the Household Science Department of the University of Toronto, corner of Bloor Street and Queen's Park.

(*b*) In Physical Culture for men, in the Armouries and in the Gymnasium of the University of Toronto.

(6) In Spanish and in the study and practice of French pronunciation, and in French conversation, composition, and methods, in the main building of the University of Toronto.

(7) The other courses will be given in the building of the University Schools, Toronto, corner of Bloor Street and Spadina Avenue.

DATES OF SESSIONS

4. (1) The session for the course in Farm Mechanics will begin on August 7th.

(2) The sessions for the other courses will begin on July 5th and end on August 6th.

NUMBER OF SESSIONS

5. (1) The work prescribed for each of the following certificates is covered in two consecutive Summer Sessions: Elementary Agriculture, Intermediate Agriculture, Elementary Household Science, Elementary Manual Training, certificate as teacher of Kindergarten-Primary classes.

(2) The work prescribed for the course leading to each of the following certificates may be covered in one Summer Session: Elementary Vocal Music, Elementary Physical Culture, certificate as Cadet Instructor, Farm Mechanics, Elementary Art. The course for the last-named certificate represents the work of a College year. Prospective candidates are, accordingly, specially advised to make preparation in advance of the course. Assistance by correspondence is offered by the Ontario College of Art.

(3) Teachers who hold Elementary certificates in Art, Physical Culture, Vocal Music, or Agriculture and who are qualified in other respects, may qualify in an additional Summer Course for the next higher grade of certificates as follows:

Supervisor or Specialist in Art.
Supervisor or Specialist in Physical Culture.
Supervisor of Vocal Music or Ordinary certificate in Vocal Music.
Intermediate Agriculture.

(4) For a certificate as Specialist in Agriculture, a teacher who holds the Intermediate certificate including a certificate in Farm Mechanics is required to attend another Summer Session.

(5) The length of time required for a certificate as teacher of the Commercial Subjects depends largely upon the amount and character of the work covered by the teacher before taking the Summer Course.

APPLICATION

6. (1) Applicants are requested to forward their applications without delay in order that all necessary arrangements in matters pertaining to accommodation and the appointment of staffs may be made not later than June 8th.

(2) A form of application is sent herewith and should be filled in and addressed as follows:

(*a*) For the courses in Art and Agriculture, and for the Kindergarten-Primary course, to the Deputy Minister, Department of Education, Toronto.

(*b*) For the course for teachers of Auxiliary Classes, to Dr. Helen MacMurchy, Inspector of Auxiliary Classes, Parliament Buildings, Toronto.

(*c*) For the other courses to Professor H. J. Crawford, Supervising Principal, the University Schools, Bloor Street, Toronto.

(3) (*a*) On the receipt of the application each applicant will be sent a card of acknowledgment.

(*b*) If as a result of the small number of applicants the Department should decide not to provide a course, applicants for admission thereto will be duly notified.

(*c*) On application to the Deputy Minister, a teacher who may have been appointed an Associate Examiner for 1920 and who desires to attend one of the Summer Courses, will, if practicable, be excused from the examination work, and will be reappointed an Associate Examiner for the next examination, also if practicable.

REGISTRATION

7. (1) All applicants shall present themselves for registration not later than the first day of the session; applicants for the courses in Agriculture at the office of the President of the Ontario Agricultural College, Guelph, at the Ontario Ladies' College, Whitby, or at Monteith, as the case may be; for the courses in Art, at the office of the Principal of the Ontario College of Art; for the Kindergarten-Primary courses, at the school at which such courses are to be given; and for the other courses, at the office of the Supervising Principal, Bloor Street, Toronto.

(2) The classes will be organized and the work will begin not later than the morning of the second day.

(3) Applicants will not be admitted to the classes until they present their registration cards.

FREE TUITION

8. All applicants whose qualifications are accepted under Section 2 above and who are actually and regulrly engaged as teachers in Ontario Schools, or who by reason of Military Service have been out of the teaching profession, or who have been in attendance at the Normal Schools or Faculties of Education for the session 1919-1920, will be admitted free to the courses.

PAYMENT OF EXPENSES

TEACHERS OF AGRICULTURE, HOUSEHOLD SCIENCE, MANUAL TRAINING, KINDERGARTEN-PRIMARY CLASSES AND FRENCH

9. The Department of Education has made provision as follows for the payment of expenses in the cases of those who take a Summer Course in Agriculture, Household Science, Manual Training, as teacher of Kindergarten-Primary classes, or as teacher of French:

(1) The travelling expenses and a sum not to exceed $2 per diem for living expenses will be paid,—

(*a*) On application at the close of the course to each Inspector and Normal School master who successfully completes a course in Agriculture.

(*b*) On application at the close of the course to each teacher who satisfactorily completes a course in Agriculture, Household Science, or Manual Training.

(*c*) On application at the close of the course to each teacher who successfully completes a course leading to a certificate as teacher of Kindergarten-Primary classes.

(*d*) On application at the close of the course in the subject of French to each teacher whose attendance and work throughout the course in that subject have been reported by the Principal as satisfactory.

(2) The travelling expenses shall be those actually incurred by the applicant from his or her home or school to the centre at which the Summer Course is taken, and therefrom, to his or her home or school as the Principal of the Summer School may report.

(3) In every case, application for the amounts shall be accompanied by receipts for expenditures, for travelling expenses, and for board and lodging.

The items for which the Provincial Audit Department requires vouchers are: Boat fares, Pullman or sleeper fares, meals on train or boat, hotel or board bills, cabs, livery hire, omnibus or other conveyance, and odd meals.

INSTRUCTION RE RAILWAY TICKETS

The Railway Companies do not offer special rates and, accordingly, full fares must be paid both ways. Receipts therefor shall be obtained and deposited with the Principal in charge at the time of registration or forwarded immediately after the close of the session.

BOARD AND LODGING

10. (1) (*a*) Women students admitted to the course at the Ontario Agricultural College, or at the Ontario Ladies' College, Whitby, and all students admitted to the course at Monteith, may obtain board and lodging in residence at the rate of $1.00 per diem for the session. Men students cannot be admitted to the residence at Guelph and Whitby, as there will not be accommodation for all.

(*b*) Application for rooms at either College should be made to the President of the College concerned on or before June 15th. Each application shall be accompanied by $5, which will be allowed on the bill for board and lodging or will be returned in case of illness or other unavoidable cause of absence.

An application for a room will not be accepted until the College has received notice that the application for the course has been accepted by the Department of Education.

(*c*) Rooms will be reserved in the order in which applications therefor are received. Each student rooming in residence at the Ontario Agricultural College must bring the following equipment—2 pairs of single sheets, 1 pillow, 2 pillow cases, towels, toilet soap.

Students in residence at the Ontario Ladies' College and at Monteith are not required to provide this equipment.

(*d*) Students who cannot obtain accommodation at the Ontario Agricultural College may secure a list of boarding houses from the President's office after June 15th.

(*e*) Students who may be admitted to the course at the Ontario Ladies' College and who cannot be accommodated in residence may secure a list of boarding houses from Mr. G. S. Johnson, Principal of Whitby High School, after June 15th.

(2) The University authorities are prepared to offer accommodation to teachers as follows: for male teachers in the men's residences; for female teachers in Queen's Hall and in other residences adjacent to the University.

In addition, the Department has made special arrangements with the authorities of Hart House whereby certain privileges including meals are available at moderate rates.

All applications for rooms and all inquiries should be addressed to Mr. W. D. Carnie, University of Toronto.

(3) A list of suitable and convenient boarding houses in Toronto will be sent on application.

(4) A list of suitable and convenient boarding houses for teachers taking the Kindergarten-Primary course at Hamilton, London or Ottawa may be obtained on application to Principal Macpherson, Normal School, Hamilton; Principal Dearness, Normal School, London; or Inspector Putman, Ottawa.

EQUIPMENT

11. (1) Students in the courses in Agriculture are required to furnish their own working material for plant collection, etc. Such material may be bought at the College.

Students should bring field or opera glasses, pocket knives, pocket magnifying glasses, and any books which they possess and have found useful for the work in Agriculture. As a considerable amount of the work is taken out of doors, women students should provide themselves with stout boots, walking skirts, garden hats, gloves, etc.

(2) Students in Household Science are required to provide themselves with plain white aprons for work in the food laboratories. Dark ones may be worn in the household management classes.

A deposit of $1, payable to the principal, is required of each student. This amount, minus the cost of equipment destroyed, will be returned at the end of the course.

(3) All women students in Physical Culture are required to wear in the practice classes the regulation costume, consisting of black or dark blue bloomers,

white middy blouse, black leather ballet or tennis shoes. They are also required to supply their own bathing-suits, head-caps and bath towels. Each piece should be distinctly marked with the owner's surname.

EXAMINATIONS

CENTRES

12. (1) Examinations on Part A and Part B of the Middle School Normal Entrance course and on Parts A, B, C, and D of the Upper School Faculty Entrance course will not be held, as heretofore, at the close of the Summer Session, but in September, commencing on the 7th at various centres in the Province. Full information including forms of application and copies of the time-table may be obtained from the Deputy Minister on and after August 1st.

(2) Examinations for certificates on the subjects of the other Summer Courses, omitting French, will be held at the close of each course at the centres of instruction. The time-tables may be obtained from the Principals concerned about ten days before the examinations commence.

ADMISSION

13. (1) To qualify for admission to the examinations provided for herein, each candidate shall have been duly admitted to a Summer Course under one of the provisions of Regulation 2 (1) and (2) (*a*) above and shall have completed the course concerned satisfactorily to the Principal except that—

(2) To qualify for admission to said examinations, attendance at the Summer courses is not obligatory in the cases of the following:

(*a*) Candidates who have taken a course elsewhere which the Minister of Education has approved as the equivalent of the course prescribed for the certificate concerned.

(*b*) Candidates for certificates in the Commercial subjects, who hold High School Assistants' certificates or who hold First or Second Class certificates.

(*c*) Candidates for certificates in Elementary Art who hold the Elementary certificate in Art obtained under Regulation 8 of the High School Regulations of 1913.

(*d*) Candidates for certificates in Spanish who submit satisfactory evidence of having successfully completed at least two years' study of the subject at a University or the equivalent thereof.

(*e*) Candidates for admission to the Middle and Upper School courses who are actually and regularly engaged in teaching in a school in Ontario.

APPLICATION

14. (1) Application for admission to the examination for certificates in the Commercial Subjects shall be made to the Deputy Minister not later than August 1st.

(2) Application for admission to the Middle and Upper School examinations shall be made to the Deputy Minister not later than September 1st.

(3) Applications for admission to the other examinations shall be made to the Principals.

(4) In the case of candidates for admission to the Middle and Upper School examinations, the official form of application, when English Literature is one of the subjects of the examination, shall include a certificate signed by the applicant that he has read carefully during the preceding year, in addition to the works prescribed for the examination, at least four suitable works in English Literature, at least one of which shall be poetry, and the names of the books and the subjects shall be given in such certificate.

FEES

15. (1) No fees are charged for the examinations conducted by the staffs.

(2) For the examinations conducted by the Department of Education, the following is the schedule of fees:

(*a*) Middle School, Parts A and B, each $5; both Parts, $8.

(*b*) Upper School, Parts A. B. C, and D, each $5; two Parts, $6; three or four Parts, $10.

(*c*) Commercial Subjects, Parts A, B, C, and D, each $5; two Parts, $6; three or four Parts, $10.

APPEALS

16. A candidate who fails at the Summer School examination for a certificate may have his case re-considered if, within two weeks after the announcement of the results, his appeal, with a statement of the grounds on which it is based, is lodged with the Deputy Minister, accompanied by a fee of $2. This fee will be refunded if the appeal is sustained.

CERTIFICATES

17. (1) The professional certificates granted by the Department of Education on the examinations provided for in Regulation 12 (2) will be Interim, provided the holder is otherwise qualified to teach in the Ontario Provincial schools, and will be valid for two years from the date of issue and renewable under conditions satisfactory to the Minister.

(2) On application to the Deputy Minister, an Interim Commercial Specialist's certificate will be made Permanent on the report of the Inspector or Inspectors concerned, that the holder thereof has taught successfully the subjects thereof for at least two years, provided that he submits to the Minister a detailed written report of his investigations, preferably in the locality in which he is teaching, of three separate business systems, involving single proprietor, partnership, and corporation ownership, respectively, said report to include a description of each business and its method of accounting.

(3) On application to the Deputy Minister the other Interim certificates will be made Permanent on the report of the Inspector or Inspectors concerned that the holder thereof has taught successfully thereon for at least two years in one or more of the schools of the Provincial System.

CORRESPONDENCE COURSES

18. (1) In the Summer courses, which are necessarily brief, the subjects cannot be treated completely and in detail. Candidates are, accordingly, expected to make as much preparation as possible before they attend. To facilitate such preparation, the College of Art and the University of Toronto offer guidance by correspondence, the College in each part of the courses in Art and the University in all the subjects of the courses for Commercial Specialists' certificates and for admission to the Normal Schools and Faculties of Education, provided that—

(*a*) The applicants agree to take a Summer Course in the subject of the Correspondence Course; and—

(*b*) Their applications for admission to such Correspondence Courses are approved by the Principal of the College of Art or by the University of Toronto Extension Committee, as the case may be.

(2) Applications for admission to the courses should be made, in the case of Art, to Principal Reid, and, in the case of the University course, to the Secretary of the Extension Committee.

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